

**ADOPTED 2007 BUDGET****DEPT:** DEPARTMENT OF ADMINISTRATIVE SERVICES – HUMAN RESOURCES**UNIT NO.** 1140**FUND:** General - 0001**OPERATING AUTHORITY & PURPOSE**

Pursuant to Chapters 63.01 to 63.09, 63.11 and 63.13 to 63.17 of the Wisconsin Statutes and Chapter 79 of the Milwaukee County General Ordinances, this department recruits and examines candidates for all positions in the Classified Service of Milwaukee County; certifies eligibility; investigates

requests for changes in classification, increases in pay and changes in personnel practices and procedures; processes unemployment compensation claims; administers the coordination and implementation of the County's affirmative action plan.

<b>BUDGET SUMMARY</b>				
<b>Account Summary</b>	<b>2005 Actual</b>	<b>2006 Budget</b>	<b>2007 Budget</b>	<b>2006/2007Change</b>
Personal Services (w/o EFB)	\$ 2,350,728	\$ 2,443,129	\$ 2,111,292	\$ (331,837)
Employee Fringe Benefits (EFB)	1,489,156	1,422,353	1,306,714	(115,639)
Services	137,326	272,558	370,750	98,192
Commodities	18,788	22,000	25,800	3,800
Other Charges	14,524	0	0	0
Debt & Depreciation	0	0	0	0
Capital Outlay	0	0	0	0
Capital Contra	0	0	0	0
County Service Charges	927,126	1,079,447	910,630	(168,817)
Abatements	(1,282,502)	(1,413,415)	(1,391,618)	21,797
<b>Total Expenditures</b>	<b>\$ 3,655,146</b>	<b>\$ 3,826,072</b>	<b>\$ 3,333,568</b>	<b>\$ (492,504)</b>
Direct Revenue	1,031,049	1,024,591	4,200	(1,020,391)
State & Federal Revenue	0	0	0	0
Indirect Revenue	0	0	0	0
<b>Total Revenue</b>	<b>\$ 1,031,049</b>	<b>\$ 1,024,591</b>	<b>\$ 4,200</b>	<b>\$ (1,020,391)</b>
<b>Direct Total Tax Levy</b>	<b>2,624,097</b>	<b>2,801,481</b>	<b>3,329,368</b>	<b>527,887</b>

<b>ADDITIONAL COSTS NOT INCLUDED IN TAX LEVY*</b>				
<b>Account Summary</b>	<b>2005 Actual</b>	<b>2006 Budget</b>	<b>2007 Budget</b>	<b>2006/2007Change</b>
Central Service Allocation	\$ 0	\$ 0	\$ 0	\$ 0
Courthouse Space Rental	397,404	414,134	412,103	(2,031)
Tech Support & Infrastructure	131,881	128,555	123,663	(4,892)
Distribution Services	10,517	14,351	17,236	2,885
Telecommunications	9,207	10,921	8,226	(2,695)
Record Center	2,111	2,126	530	(1,596)
Radio	0	0	0	0
Computer Charges	31,480	79,044	26,945	(52,099)
Applications Charges	99,249	122,476	67,902	(54,574)
<b>Total Charges</b>	<b>\$ 681,849</b>	<b>\$ 771,607</b>	<b>\$ 656,605</b>	<b>\$ (115,002)</b>
<b>Direct Property Tax Levy</b>	<b>\$ 2,624,097</b>	<b>\$ 2,801,481</b>	<b>\$ 3,329,368</b>	<b>\$ 527,887</b>
<b>Total Property Tax Levy</b>	<b>\$ 3,305,946</b>	<b>\$ 3,573,088</b>	<b>\$ 3,985,973</b>	<b>\$ 412,885</b>

\* These costs are included in other departmental and non-departmental budgets. They are reflected here to show the "total" amount of tax levy support for this Department.

**ADOPTED 2007 BUDGET****DEPT:** DEPARTMENT OF ADMINISTRATIVE SERVICES – HUMAN RESOURCES**UNIT NO.** 1140**FUND:** General - 0001

<b>PERSONNEL SUMMARY</b>				
	<b>2005 Actual</b>	<b>2006 Budget</b>	<b>2007 Budget</b>	<b>2006/2007Change</b>
Personal Services (w/o EFB)	\$ 2,350,728	\$ 2,443,129	\$ 2,111,292	\$ (331,837)
Employee Fringe Benefits (EFB)	\$ 1,489,156	\$ 1,422,353	\$ 1,306,714	\$ (115,639)
Position Equivalent (Funded)*	53.3	53.1	36.9	(16.2)
% of Gross Wages Funded	95.1	95.5	99.0	3.5
Overtime (Dollars)**	\$ 5,424	\$ 6,000	\$ 0	\$ (6,000)
Overtime (Equivalent to Position)	0.5	0.1	0.0	(0.1)

\* For 2005 Actuals, the Position Equivalent is the budgeted amount.

\*\* Delineated for information. (Also included in personal services.)

<b>PERSONNEL CHANGES</b>				
Job Title/Classification	Action	Number of Positions/ Total FTE	Division	Cost of Positions (Excluding Fringe Benefits)
Human Resources Analyst 2	Unfund	1/1.00	Director's Office	\$ (50,376)
Employee Health Care Benefits	Abolish	1/1.00	Director's Office	(77,918)
Employment Relations Manager	Unfund	1/1.00	Director's Office	(61,825)
Ex Dir 1 Empl Benefits Srv Mgr	Abolish	1/1.00	Director's Office	(61,825)
Human Resources Intern	Create	3/1.35	Director's Office	33,468
Human Resources Intern	Create	1/0.45	ERS	11,156
HR. Coord. (Comp.)	Transfer	1/1.0	Director's Office	77,643
Executive Asst. Lab ReIn.	Transfer	1/1.0	Labor Relations	(44,921)
Human Res. Spec.	Transfer	1/1.0	Labor Relations	(56,493)
Ex Dir 2 Labor Relations	Transfer	1/1.0	Labor Relations	(116,680)
HR Coord. (Classif)	Transfer	1/1.0	Labor Relations	(77,643)
Clerical Assistant 2 (NR)	Transfer	1/1.0	ERS	(34,201)
Clerical Spec (HR) NR	Transfer	2/2.0	ERS	(65,542)
Admin Spec Human Res NR	Transfer	1/1.0	ERS	(38,254)
Adm Spec Retirement Sys	Transfer	2/2.0	ERS	(92,405)
Fiscal Officer ERS	Transfer	1/1.0	ERS	(77,643)
Human Res Analyst 1 Emp Ben	Transfer	1/1.0	Director's Office	(43,477)
Retirement System Coord.	Transfer	1/1.0	ERS	(67,913)
Retirement System Manager	Transfer	1/1.0	ERS	(90,496)
			<b>TOTAL</b>	<b>(935,345)</b>

<b>ORGANIZATIONAL COST SUMMARY</b>					
DIVISION		2005 Actual	2006 Budget	2007 Budget	2006/2007Change
General Office	Expenditure	\$ 3,900,977	\$ 4,101,187	\$ 4,400,753	\$ 299,566
	Abatement	(1,216,477)	(1,338,706)	(1,340,555)	(1,849)
	Revenue	63,548	9,200	4,200	(5,000)
	Tax Levy	\$ 2,620,952	\$ 2,753,281	\$ 3,055,998	\$ 302,717
ERS	Expenditure	\$ 1,036,676	\$ 1,138,300	\$ 324,433	\$ (813,867)
	Abatement	(66,025)	(74,709)	(51,063)	23,646
	Revenue	967,501	1,015,391	0	(1,015,391)
	Tax Levy	\$ 3,150	\$ 48,200	\$ 273,370	\$ 225,170

**MISSION**

## ADOPTED 2007 BUDGET

DEPT: DEPARTMENT OF ADMINISTRATIVE SERVICES – HUMAN RESOURCES

UNIT NO. 1140

FUND: General - 0001

Human Resources will provide Milwaukee County government with an equitable and effective system for the recruitment, classification, development, and retention of a competent and culturally diversified workforce through the timely creation of appropriate eligibility lists; the maintenance of competitive compensation, benefits and pension programs; the training of County employees; and strict adherence to Federal, State and County laws, regulations and policies.

### DEPARTMENT DESCRIPTION

The Department of Administrative Services - Human Resources (DHR) is comprised of two operating sections, which include the Director's Office and Recruitment, Assessment and Staffing. The Office of Human Resources is also responsible for the following functions: maintaining the DHR budget, workforce diversity, training, HRIS management and training, coordination of all DHR field staff, and human resources policy analysis.

The **Director's Office** administers human resource programs, assigns projects, and coordinates the work of the operating sections and field staff; plans and coordinates staff development programs and assists other County departments with specialized training applications; submits the annual departmental budget; presents all department recommendations to the Civil Service Commission and the Personnel Committee of the County Board; serves as staff to the Personnel Committee; analyzes and reports on legislation affecting the human resource function in Milwaukee County; directs the implementation of the automated personnel system; and provides analysis, recommendations, and implementation of new approaches to human resource/human capital administration. The Director of Human Resources serves as ex-officio member of the Pension Board, and delegates the Deputy Director to serve as secretary of the Civil Service Commission. Human Resources studies requests for reallocations, changes in compensation policies and practices and calculates the fiscal impact of these actions; maintains current and classification standardization schedules; maintains salary provisions mandated by labor contracts or County Ordinances; maintains and implements provisions of the Executive Compensation Plan; and prepares changes to County Ordinances reflecting various personnel actions.

The **Recruitment, Assessment and Staffing** section develops, administers, and monitors

employee selection processes for all positions in the Milwaukee County Classified Service and, upon request, for positions in the unclassified service. This effort includes the assessment of job specifications and minimum qualifications; the development and administration of applicant examinations; and the certification of qualified candidates to department heads and appointing authorities. Implicit in this activity is the responsibility of administering employee selection in compliance with prevailing Milwaukee County, State, Federal and Civil Service rules and parameters, any or all of which may impact related hiring procedures, e.g., transfer, layoff, promotion, demotion, reinstatement, and salary adjustment obligations. In addition, this section is responsible for activities supporting the recruiting of employees within the Milwaukee County Classified Service, as well as the maintenance of appropriate records and reports.

### BUDGET HIGHLIGHTS

- A new Division of Employee Benefits is created within the Department of Administrative Services to manage the \$199,174,000 fringe benefits program, including the \$135,110,000 health care benefit and the retirement benefit for Milwaukee County Employees and Retirees. The new division will be responsible for, and accountable for, the management of the health care and pension benefits programs for Milwaukee County active employees and retirees. This will include responsibility for all business activities including contract solicitation, award and monitoring; customer service; and budgeting, accounting and financial analysis. The newly created division head position will report directly to the Director of Administrative Services. The division head will be charged with responsibility for all aspects of benefits management including recruitment, management and coordination of staff. A modification to Section 17.30(5), Milwaukee County Ordinances, will be submitted to the Personnel Committee to establish appointing and managing authority and confirmation criteria for the new position.

The Director of Employee Benefits also will report on a regular basis to the Health Benefits Advisory Committee created by County Board resolution. That Committee is charged 'to assist in development of health plans, interpret the health benefits environment, review industry trends, and serve as a County liaison to the greater community in addressing rising regional health costs.' The Director of Employee

## ADOPTED 2007 BUDGET

DEPT: DEPARTMENT OF ADMINISTRATIVE SERVICES – HUMAN RESOURCES

UNIT NO. 1140

FUND: General - 0001

Benefits, and other staff in the new division, will work closely with the Advisory Committee in fulfilling its charge.

A Business Manager is created in the new division. To allow for the full efforts of the Director to be directed to employee benefits duties, the Business Manager shall be responsible for day-to-day administration of the Division's internal operations. These responsibilities shall include, but not be limited to, budget, contract administration, accounts payable, accounting, personnel management and training. As such, the Business Manager shall be the division's liaison to internal County offices including Corporation Counsel, Audit, Procurement, Budget, Accounting, IMSD, Facilities Management, Payroll and Risk Management.

Fiscal staff within the division will be familiar with benefits, budgeting, accounting and actuarial concepts. All staff will be cross-trained to facilitate efficient deployment based on workflow demands. In addition, a position will be created in the Department of Audit to be dedicated to auditing health care claims, health care contract compliance and financial aspects of the program.

As part of this initiative, the Controller (DAS-Fiscal) will be charged with providing the Employee Benefits Division with ongoing support as well as coordination with the Labor Relations and Fiscal Services Divisions of DAS. The Controller position is reallocated from Executive Director 2 – pay range 902E (\$95,141.81) to pay range 902E (\$106,342.08) to reflect additional responsibilities.

- Personal Services expenditures without fringe benefits decrease \$331,837 from \$2,443,129 to \$2,111,292. This decrease is due to establishing Labor Relations and Employee Benefits (formerly divisions of the Department of Administrative Services--Human Resources (DHR)) as separate divisions within the Department of Administrative Services for 2007. Personnel for Labor Relations and ERS/Benefits were formerly part of DHR are transferred to the newly created divisions.
- Funded positions decrease 16.2 from 53.1 to 36.9. This decrease is due primarily to establishing Labor Relations and Employee

Benefits as separate divisions (as detailed above).

- Expenditures for Services increase \$98,192, from \$272,558 to \$370,750.
- Labor Relations, formerly a division within DHR, is created as an independent division for 2007. Labor Relations personnel are moved from Department of Administrative Services – Human Resources (Org. Unit 1140) to the Department of Administrative Services – Labor Relations (Org. Unit 1135).
- The following positions are either unfunded or abolished (excluding fringe benefits):

Human Resources Analyst 2	(\$50,376)
Employee Health Care Ben. Spec	(\$77,918)
Employment Relations Mgr.	(\$61,825)
Ex Dir1 Employee Ben. Services Mgr.	<u>(\$61,825)</u>
	(\$251,944)

- One position (1.0 FTE) of Human Resources Coordinator – DTPW, previously budgeted in the Department of Transportation and Public Works – Director's Office (Director's Office), will be crosscharged from Human Resources to the Director's office in 2007.
- A crosscharge to the Department of Transportation and Public Works for one position (1.0 FTE) of Management Assistant (Human Resources) is discontinued.
- The DHR will track requests from other departments in 2007 for DHR training and workforce development sessions provided by a Human Resource Specialist position. The time spent on these requests will be tracked by DHR in order to budget revenue from charges to other departments for these human resource services in 2008.
- The cost associated with the creation of a Human Resources Intern dedicated to the Employee Retirement Division will be paid for by the pension fund.
- An external consultant, paid for by the pension fund, will be hired to implement a payroll system for retirees.

## ADOPTED 2007 BUDGET

**DEPT:** DEPARTMENT OF ADMINISTRATIVE SERVICES – HUMAN RESOURCES

**UNIT NO.** 1140

**FUND:** General - 0001

---

- All departments are required to operate within their expenditure appropriations and their overall budgets. Pursuant to Section 59.60(12), Wisconsin Statutes, "No payment may be authorized or made and no obligation incurred against the county unless the county has sufficient appropriations for payment. No payment may be made or obligation incurred against an appropriation unless the director first certifies that a sufficient unencumbered balance

is or will be available in the appropriation to make the payment or to meet the obligation when it becomes due and payable. An obligation incurred and an authorization of payment in violation of this subsection is void. A county officer who knowingly violates this subsection is jointly and severally liable to the county for the full amount paid. A county employee who knowingly violates this subsection may be removed for cause."